



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
PO Box 198  
Port Clements, BC  
V0T1R0  
OFFICE :250-557-4295  
Public Works :250-557-4326  
FAX :250-557-4568  
Email : office@portclements.ca  
Web : www.portclements.ca

Regular meeting of the Port Clements Emergency Committee  
Thursday January 20<sup>th</sup>, 2011

AGENDA

1. ADOPT AGENDA

2. MINUTES

M-1-Minutes November 18<sup>th</sup>, 2010.

3. BUSINESS ARISING.

BA-1-January 26<sup>th</sup>, 2011, 10am,BC is holding an earthquake drill (Shakeout BC). *Council would still like to have a mock drill at a future date, involving Port Council & Staff, Port Clements Fire Department, RCMP, Ambulance, Public Works, School District #50, & O'brien Road & Bridge.*

BA-2-Letter to PCVFD regarding Window Pet Alert stickers for household windows & to have a fire member sit on Emergency Committee.  
*Verbal response from Deputy Fire Chief Pete Nelson-Smith that this was brought up at the January 5<sup>th</sup>, 2011 Fire meeting and the firemen felt that the stickers were of no value when attending a fire.*

BA-3-Council has approved Jane Wilson's appointment as a member to the Emergency Committee.

BA-4-Council permission for Land Use to store Sea Container for the exclusive use of the Canadian Rangers.

4. ORIGINAL CORRESPONDENCE.

C-1-Regional Manager Northwest Emergency Management-30% of all residents in the SQCRD, municipalities and First Nation communities are registered to participate in the Shakeout BC drill January 26<sup>th</sup>, 2011. Individuals are encouraged to register and participate by going to ShakeoutBC.ca.

5. NEW BUSINESS.

NB-1-Resignation letter: Pete Nelson-Smith, from the Emergency Committee.

6. REPORTS AND DISCUSSIONS.

R-1-Ruby Saunders has emailed saying she is not able to complete the Wildfire Protection Plan and has asked if she can contact Lana Wilhelm to complete the plan. *The Village Office has no problem with Ms. Wilhelm doing the plan, however, would like a cost before giving the go ahead. Debbie Delves has emailed Ms. Saunders but as of to-date have not had a response. The Ministry has been contacted, committee has an extension to April 30, 2011 to complete plan before loss of funding.*

ADJOURNMENT.



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ADJOURNMENT.

## THE VILLAGE OF PORT CLEMENTS

Port Clements Emergency Committee November 18th, 2010  
Port Clements Council Chambers

Present:

Councillor Greg Stewart  
Terry Mitchell  
Grant MacDonald  
Jamie Delves  
Roy Woolverton

Debbie Delves-Administrative Assistant

The meeting was called to order at 7:30pm.

### 1. ADOPT AGENDA

It was moved by Councillor Stewart, seconded by Roy Woolverton to adopt the agenda as circulated.

**CARRIED.**

### 2. MINUTES

M-1-It was moved by Councillor Stewart, seconded by Roy Woolverton to accept the Minutes as amended of April 15th, 2010.

**CARRIED.**

### 3. BUSINESS ARISING

BA-1-It was moved by Councillor Stewart, and seconded by Jamie Delves to contact the Port Clements Fire Department to gather support and input from the department regarding purchasing Window Pet Alert stickers.

**CARRIED.**

### 5. ORIGINAL CORRESPONDENCE.

### 6. NEW BUSINESS.

NB-1-It was moved by Councillor Stewart, seconded by Roy Woolverton to receive and file information as this issue has been solved by the Port Clements Public Works Department.

**CARRIED.**

NB-2-Shake out BC-for the Village to register on line and get this information on Facebook and the Village website as well as put up posters and get the school on board to do the drill January 26<sup>th</sup>, 2011 @ 10:00am.

- Supply the resources that the school needs ie: download recording of special effects to be played over the school PA system.
- Plan for our annual review of the Emergency Plan in January to bring the contact lists up to date
- Solicit a seniors rep to attend the emergency meetings for a call out check on seniors during an emergency and also to address their needs
- NB-3-Include Cedarview Church to the Port Clements Emergency Plan for use of their mobile kitchen in the event of an emergency.

NB-4- It was moved by Councillor Stewart, seconded by Jamie Delves to accept Jane Wilson representing the 4<sup>th</sup> Canadian Rangers to the Emergency Committee.

**CARRIED.**

## 7. REPORTS AND DISCUSSIONS.

R-1-Contact Ruby Saunders to have the Wildfire Protection Plan completed and to also get a timeline from her so payment can be made.

R-2-Committee agreed to meet quarterly with first meeting of 2011 being January 20<sup>th</sup>. If there is no pressing business then the meeting will be postponed to the following month February 17<sup>th</sup>, 2011.

R-3-Simulation of Shakeout put forth to council for the Dec 6<sup>th</sup>, 2010 meeting to gather support from and involve Council to stage a mock emergency disaster. This will include Emergency Committee, RCMP, Ambulance, Public Work, Highways Department, & School. We can either stage this along with the Shakeout drill or at a later date.

## ADJOURNMENT

It was moved by Councillor Stewart to adjourn the meeting at 8:10pm.

Next meeting scheduled for January 20<sup>th</sup>, 2011.

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Terry Mitchell  
Chair

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Debbie Delves  
Administrative Assistant

## Village of Port Clements

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**From:** "Hurst, Maurie SG:EX" <Maurie.Hurst@gov.bc.ca>  
**Date:** January-10-11 1:22 PM  
**Subject:** ShakeOut BC reminder!

Good afternoon, Northwest Emergency Management Community!

I would like to encourage you to go to the ShakeOut BC website today (<http://www.shakeoutbc.ca/index.html>) and register your organizations and families now to participate in the ShakeOut BC drill - the largest earthquake drill in Canadian history! Our region is currently lagging behind most of rural BC, and we just can't have that, Northwesterners!! It doesn't matter where you live in the Northwest, an earthquake could happen here. And the drill takes only 2 minutes out of your day - anyone can do it!

Let's show the rest of BC just how prepared we are up here! Join me today! :-)

Maurie L. Hurst, BA(Crim), MBA  
Regional Manager, Northwest  
EMERGENCY MANAGEMENT BRITISH COLUMBIA  
Ministry of Public Safety and Solicitor General  
1B - 3215 Eby Street  
Terrace BC V8G 2X8 CANADA  
[www.pep.bc.ca](http://www.pep.bc.ca) <<http://www.pep.bc.ca/>>  
Ph 250.615.4800 Fax 250.615.4817  
24 Hour Emergency Reporting 1.800.663.3456

<http://www.shakeoutbc.ca/index.htm>

BA-1



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November 19<sup>th</sup>, 2010

Port Clements Volunteer Fire Department  
Box 252  
Port Clements, BC  
V0T 1R0

The Port Clements Emergency Committee met Thursday November 18<sup>th</sup>, 2010. At that time, they discussed purchasing Pet Alert stickers to display in residence windows.

Would the fire department find this sticker of value when attending a fire to help look for animals that may be trapped in the building? Your feed back on this purchase is valuable to the committee. We look forward to hearing back from you on this topic.

For more information please contact the Village Office.

Sincerely,  
**The Village of Port Clements**

Debbie Delves  
Administrative Assistant

BA-2





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November 19<sup>th</sup>, 2010

Port Clements Volunteer Fire Department  
Box 252  
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The Port Clements Emergency Committee would like to extend an invitation to your members to attend the next Emergency meeting Thursday, January 20<sup>th</sup>, 2011. We are looking for volunteers to sit on this committee. We meet quarterly and discuss the Villages emergency plans and situations that may arise within our community.

For more information please contact the Village Office.

Sincerely,  
**The Village of Port Clements**

A handwritten signature in black ink, appearing to read 'Debbie Delves'. The signature is fluid and cursive.

Debbie Delves  
Administrative Assistant



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November 19<sup>th</sup>, 2010

Port Clements Emergency Committee  
Box 198  
Port Clements, BC  
V0T 1R0

Attention: Council Members

Please be advised, at the November 18<sup>th</sup>, 2010 Emergency Committee Meeting, it was passed unanimously by committee members to accept Ms. Jane Wilson of the 4<sup>th</sup> Canadian Rangers, to join the Emergency Committee, Ms. Wilson has accepted this nomination.

Accepted

At this time we request that council approves her appointment to the Emergency Committee.

Sincerely,  
Village of Port Clement

Debbie Delves  
Administrative Assistant

BA-3  
G3

**Permission for Land Use**

The Village of Port Clements as the owner, give permission to British Columbia Detachment – 4 CRPG to use the property located at:

24 Park Street in Port Clements, BC as a storage location for a Sea Container for the exclusive use of the Canadian Rangers.

For the term of 2 years beginning Jan 30, 2011 and ending Jan 30, 2013.  
(ending date)

The Council of Port Clements wishes to add the following to the agreement:

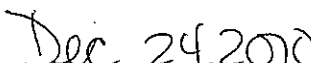
1. That the container be maintained and secure at all times.
2. That as the container is clean and visibly appealing (not a derelict container) as it will be placed in the centre of town.
3. That the Canadian Rangers give the Village of Port Clements 30 days notice prior to bringing the container to its permanent location.

This agreement may be renewed with the approval of both the property owner and the Canadian Rangers – BC Det at the end of the agreement period. All questions about the Sea Container, its nature, intended use, risks or hazards, have been discussed with the Land Owner to my satisfaction.

As the property owner, I agree to notify BC Det – 4 CRPG of any change in land ownership, development, or use 90 days prior to the change in status.



Property owner's signature



Date

**Heather Nelson-Smith**

---

**From:** Hurst, Maurie SG:EX [Maurie.Hurst@gov.bc.ca]

**Sent:** January 11, 2011 4:17 PM

**Subject:** ShakeOut BC for North Coast/Haida Gwaii

Hello North Coast/Haida Gwaii Emergency Management Community!

You are amazing!!! Do you know that your region represents the fifth-highest number of participants in all the province, broken down by regional district boundaries? Thirty percent of all residents in the SQCRD, member municipalities and First Nation communities are registered to participate in the ShakeOut BC "drop, cover, and hold on" drill January 26<sup>th</sup>. Give yourselves a huge pat on the back for taking the time to ensure earthquake preparedness is such a big part of your lives, and encourage the other 70% to get online and register!

M. ☺

**Maurie L. Hurst, BA(Crim), MBA**  
Regional Manager, Northwest

**EMERGENCY MANAGEMENT BRITISH COLUMBIA**  
**Ministry of Public Safety and Solicitor General**  
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Ph 250.615.4800 Fax 250.615.4817  
24 Hour Emergency Reporting 1.800.663.3456

**Join Us** January 26, 2011 Register Now!  
for the Largest Earthquake Drill in Canadian History.



<http://www.shakeoutbc.ca/index.htm>

# Get Ready to Shake Out.



**January 26, 10 a.m.**

The Great  
British Columbia  
**Shake  
Out**

Register at [www.ShakeOutbc.ca](http://www.ShakeOutbc.ca)



## How to Participate

On January 26<sup>th</sup>, 2011 a locally-driven, province wide “Drop, Cover, and Hold On” drill will take place called **The Great British Columbia ShakeOut**. All residents, agencies, businesses, and organizations across British Columbia are encouraged to take part in the largest earthquake drill in Canadian history! The following instructions can assist those wishing to coordinate a drill for their respective agency, business, organization and/or group. Going forward, you can customize and build a drill that suits your specific needs. You can also find additional drill options for those who want a greater challenge at [www.ShakeOutBC.ca](http://www.ShakeOutBC.ca).

### **Simple Drop, Cover, and Hold On Drill:**

This drill uses simple steps to inform individuals how to perform *Drop, Cover, and Hold On* – a quake-safe action designed to protect people from falling furniture and flying objects that can become projectiles during ground shaking.

### **BEFORE the Drill**

1. Register as an official participant at [www.ShakeOutBC.ca](http://www.ShakeOutBC.ca) (Please note: individuals, families and businesses should only register once).
2. Download posters and flyers to assist in promoting the drill at [www.ShakeOutBC.ca](http://www.ShakeOutBC.ca).
3. Inform your team:
  - The date and time of your drill.
  - How to correctly perform *Drop, Cover, and Hold On*, wherever they are.
  - Your expectations for their participation (i.e. *Drop/Cover/Hold On*, gather at a central location for a head count, post-drill discussions).
  - Encourage everyone to invite friends, families, and neighbors to register as individuals, businesses, agencies or organizations at [www.ShakeOutBC.ca](http://www.ShakeOutBC.ca), so they participate too and receive information directly on how to be safe during an earthquake.
4. (Optional) Download realistic sound effects and safety information to play during your drill by downloading recordings from [www.ShakeOutBC.ca/soundeffects](http://www.ShakeOutBC.ca/soundeffects)

### **DURING the Drill**

1. Announce that the earthquake drill has begun or begin playing downloaded recording and direct participants to *Drop, Cover, and Hold On*.
  - Count seconds out loud for the duration of the quake. This will help keep people focused and calm and will help you identify how long the earthquake lasts. The longer it lasts, the more cautious everyone will need to be.
  - When the shaking stops (or when the all clear sounds) count to 60 to give things a chance to settle. Suggest that while under a sturdy desk or table they look around at what might fall on them in a real earthquake.
2. After at least one minute or once the sound effects recording has ended, announce that the shaking is over and that everyone can stand up again. Thank them for participating.
3. Encourage everyone to discuss their experiences with one another.

### **AFTER the Drill**

1. Ask for feedback on how the drill went.
2. Schedule the next drill for one year later (or sooner).
3. Share photos and stories at [www.ShakeOutBC.ca](http://www.ShakeOutBC.ca).
4. Encourage all to prepare at home.



# THE GREAT BRITISH COLUMBIA SHAKEOUT

## JANUARY 26, 2011

### ShakeOut BC Fact Sheet



#### BACKGROUND

##### ***Hazard:***

- British Columbia is located in a seismically active region where a few thousand earthquakes occur each year in and adjacent to the province. The threat of a major earthquake in the province is real; therefore, we must ensure all British Columbians know how to be prepared.

##### ***ShakeOut Success in California:***

- In November 2008, California conducted the first annual "ShakeOut" earthquake drill with 5.3 million participants. The event grew to 6.9 million participants in 2009 and will continue as an annual earthquake drill throughout the state.
- The ShakeOut drill was found to be a positive public education tool to promote earthquake safety to a wide audience and in turn enhanced public awareness of the hazard and the need for personal preparedness.
- The ShakeOut website is a powerful education and outreach resource for promoting the event and earthquake safety applicable to different demographics from the individual and family to schools and businesses. (<http://www.ShakeOutBC.ca>).

##### ***Project Description:***

- Conduct a locally driven, province-wide "Drop, Cover, and Hold On" drill on January 26, 2011 (311th anniversary of the Magnitude 9.0 Cascadia Earthquake).
- Participants will include: individuals and families, schools, businesses, the health care system, local authorities and First Nations, provincial and federal governments, not-for-profit and community organizations, and the media.
- Modelled after the highly successful California ShakeOut drill.
- A website comparable to the California ShakeOut website is available: <http://www.ShakeOutBC.ca>.
- Public education tools will include: posters, fliers and media announcements.

##### ***Project Details:***

- Participants will be requested to "Drop, Cover, and Hold On" for up to 2 minutes across British Columbia at 10:00am on January 26, 2011.
  - **DROP** to the floor, take **COVER** under a desk or sturdy piece of furniture and protect your head, and **HOLD ON** to the piece of furniture.  
(<http://www.dropcoverholdon.org/>)
- An audio clip describing the shaking and consequences of a damaging earthquake will be provided to assist with the drill.

##### ***Project Leadership:***

- This project is driven by the B.C. Earthquake Alliance Society. The Alliance is working with members from emergency management, government (local/provincial/federal), science, non-profit organizations and businesses to raise awareness of earthquake risk and promote readiness across British Columbia.

The BC Earthquake Alliance has collaborated with the Earthquake Country Alliance of California (organizers of "The Great California ShakeOut") to ensure a consistent message of earthquake preparedness throughout North America.

## WHY BE INVOLVED?

### ***Benefits:***

- Increased awareness and personal preparedness:
  - Reduces injuries and deaths during an earthquake and allows first responders to focus on those requiring immediate assistance.
  - Facilitates a timely resumption of business.
  - Helps reduce the strain on local emergency programs.
  - Promotes mitigation that reduces economic losses.
- Enhancing public education of earthquake risk throughout BC will assist in preparing for, responding to, and recovering from a major earthquake.
  - Prepared individuals create resilient communities.
  - Prepared schools and organizations fulfill a responsibility for student and employee safety.
  - Resumption of daily activities leads to a better sense of normalcy.
- **Partnership in ShakeOut BC establishes your organization as an ambassador for earthquake safety and preparedness.**

### ***Legacy:***

- The success of the first event will encourage increased participation in future years, making this an annual event that will enhance earthquake preparedness in British Columbia.
- **Integrated and enhanced planning and preparedness prior to a damaging earthquake contributes to resilient communities throughout the province.**

## HOW TO BE INVOLVED

### ***Ways to be involved:***

1. **Participate** in the drill: Register on-line.
2. Be a **Supporter**: Your organization's preparedness information will be a link on the ShakeOut BC website.
3. Be a **Sponsor**: Contribute funds to ensure success of the project:
  - a. GOLD SPONSOR – Greater than \$15,000
  - b. SILVER SPONSOR – \$5,000 - \$15,000
  - c. BRONZE SPONSOR – \$1,000 - \$5,000

**IF THIS PROJECT RESONATES WITH YOU AND YOU WOULD LIKE MORE INFORMATION OR TO BE FURTHER INVOLVED, PLEASE CONTACT THE SHAKEOUT BC ORGANIZING COMMITTEE.**

**AT [info@shakehoutbc.ca](mailto:info@shakehoutbc.ca)**

**WE WELCOME YOUR PARTICIPATION.**



[www.shakeoutbc.ca](http://www.shakeoutbc.ca) to be counted in the drill, promote the drill within their community and have staff participate on drill day. The “Great British Columbia ShakeOut” is being led by the BC Earthquake Alliance Society and the ShakeOut BC Organizing Committee, a coalition of local, provincial, federal and non-governmental organizations working together to promote earthquake preparedness to British Columbians. The drill, which is intended to be an annual event, is modeled after the highly successful “Great California ShakeOut”, which is now in its third year. The January 26<sup>th</sup> date has been selected to mark the 311<sup>th</sup> anniversary of the last magnitude 9 earthquake in British Columbia (January 26, 1700).

### **City Participation**

The City’s participation in the ShakeOut drill will involve the following:

- a) To be formally recognized as a ShakeOut BC participant, the appropriate staff will register the City at [www.shakeoutbc.ca](http://www.shakeoutbc.ca), the official website for this initiative.
- b) The City of ABC’s participation in the Great British Columbia ShakeOut will be promoted to: increase public awareness about the earthquake threat in British Columbia, and encourage public participation through the placement of advertisements in the local community paper and the distribution of promotional posters at City facilities.
- c) At 10:00 a.m. on January 26, 2011, staff in the City of ABC will join other organizations around the province in the internationally recognized Drop, Cover and Hold On Protocol for up to 2 minutes. All participants will be asked to:
  - Drop to the ground
  - Take cover by getting under a sturdy desk or table, and
  - Hold On to it until the shaking stops

### **Budget**

The strategies planned have minimal associated costs, such as staff participation in the drill, the placement of advertisements in the local paper and the distribution of posters to facilities.

### **Attachments:**

ShakeOut BC Fact Sheet

ShakeOut BC Drop, Cover and Hold Instruction Sheet

ATTN: PORT CLEMENTS EMERGENCY PREPAREDNESS COMMITTEE  
RE: RESIGNATION OF VICE CHAIRPERSON PETE NELSON-SMITH

EFFECTIVE IMMEDIATELY, I WILL BE STEPPING DOWN FROM MY POSITION AS VICE CHAIRPERSON FOR THE PORT CLEMENTS EMERGENCY PREPAREDNESS COMMITTEE AS WELL AS RESIGNING FROM THE COMMITTEE. HOWEVER, I AM STILL WILLING TO HELP WITH INFORMATION NEEDED IN THE ROLE OF PUBLIC WORKS SUPERINTENDENT OR DEPUTY CHIEF.



PETE NELSON-SMITH

DEPUTY CHIEF

PCVFD/

PUBLIC WORKS SUPERINTENDENT VOPC

NB-1